

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1875

Field Office Distribution

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Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

| Short Reference and Effective Date | Title | For |
|---------------------------------------|---|--|
| BU-613 12-12-01 | FY 2002 Initial Non-Federal County Office Allotments and Federal Employee Overtime | State Offices |
| CM-422 12-13-01 | Service Center Information Management System (SCIMS) Deployment | State and County Offices |
| FI-2508 12-14-01 | Recording Apple Loan Repayments in the Cash Receipts System | State and County Offices |
| FI-2509 12-14-01 | Transmission Schedule for Yearend Reporting | State and County Offices |
| FI-2510 12-19-01 | 2001 Calendar Yearend Critical Information for FLP and Apple Loan Payment Activity | KCFO and State and County Offices |
| IRM-327 12-12-01 | Excessing/Surplusing AT&T 3B2 Computer Equipment | State and County Offices |
| NAP-48 12-19-01 | Cancelling Noninsured Crop Disaster Assistance Program (NAP) Applications for Coverage | State and County Offices |
| PM-2284 12-13-01 | Pay Period 25 Annual Leave Accruals | FFAS Offices, Except Kansas City and St. Louis |

Continued on the next page

National Procedure Checklist No. 1875 (Continued)

**Temporary
Directives
(Continued)**

| Short Reference and Effective Date | Title | For |
|---|--|---|
| PM-2285 12-13-01 | 2002 CO Pay Adjustments | State and County Offices |
| PM-2286 12-13-01 | Preparing Pay Period 26 T&A's | FFAS Offices, Except Kansas City and St. Louis |
| PM-2287 12-17-01 | Appointment of Administrator, FSA | All FFAS Offices |
| PS-418 12-17-01 | Reminders, Questions, and Answers About Price Support Eligibility Queries | State and County Offices, CMA's, and LSA's |
| RM-230 12-20-01 | Clarifying the Acreage/Share Data Reconciliation Report | State and County Offices |
| TB-1026 12-13-01 | Tobacco Loss Assistance Program 2000 (TLAP00) "No P&CP" Payment Software Procedures | Tobacco State and County Offices |
| TB-1027 12-13-01 | 2002 Flue-Cured Tobacco Allotment, Quota, Farm Yield, and Reserve Acreage | Flue-Cured Tobacco State and County Offices |

**Permanent
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

| Short Reference and Effective Date | Title | For |
|---|--|---|
| 12-AO (Rev. 18) Amend. 1 12-11-01 | County Office Work Measurement and Fund Allocation System for FY 2002 | All Offices Except APFO, KCCO, AK, HI, and PR |
| 18-AO (Rev. 2) Amend. 1 12-17-01 | Civil Rights Compliance for FSA Programs | All FSA Offices |
| 1-AS (Rev. 8) Amend. 4 12-17-01 | Directives Management | FAS, FSA, and RMA Offices |

Continued on the next page

National Procedure Checklist No. 1875 (Continued)

**Permanent
Directives
(Continued)**

| Short Reference and Effective Date | Title | For |
|---|-----------------------------------|--------------------------------|
| 2-CM (Rev. 4) Amend. 17 12-19-01 | Farm Reconstitutions | State and County Offices |
| 6-PM (Rev. 6) Amend. 5 12-19-01 | Employee Development and Training | All FSA Offices |
| 10-SU (Rev. 3) Amend. 7 12-17-01 | Sugar Loans | Sugar State and County Offices |

**Procedure
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

| PN Issue No. | Date | For |
|---------------------|-------------|--------------------------|
| PN Issue No. 129 | 10-31-01 | State and County Offices |
| PN Issue No. 130 | 11-14-01 | State and County Offices |

**Obsolete
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

| Short Reference | Date of Obsolescence | Made Obsolete By |
|------------------------|-----------------------------|--------------------------|
| 12-AO (Rev. 16) | 12-11-01 | 12-AO (Rev. 18) Amend. 1 |
| 18-AO (Rev. 1) | 12-17-01 | 18-AO (Rev. 2) Amend. 1 |
| BU-610 | 12-12-01 | BU-613 |

Continued on the next page

National Procedure Checklist No. 1875 (Continued)

USDA/FSA

| Prefix | Form No. | Edition Date | Form Title | Filename(s) | Stocked By | Unit Issue | Used By | WDC Directives | File Code <u>1/</u> | Remarks |
|--------|----------|--------------|---|-----------------------------------|-----------------|-------------------|-------------------------------|----------------|---------------------|--|
| CCC | 605-1 | 09-19-00 | Designation of Agent-Cotton (Continuation Sheet to Form CCC-605) | CC0605-1.PDF eCCC0605-0001.FML | Electronic Form | Sheet | County Offices | 7-CN, 22-CN | N/A | PDF-Audio is now available electronically. |
| CCC | 605-2 | 09-19-00 | Designation of Subsequent Agent - Cotton | CC0605-2.PDF eCCC0605-0002.FML | Electronic Form | MP/2 Head to Head | County Offices | 7-CN, 22-CN | N/A | PDF-Audio is now available electronically. |
| FSA | 112 (EO) | 07-07-92 | Plan of Improvement Actions for Equal Employment Opportunity and Civil Rights | eFSA0112-0000-EO.FML | Electronic Form | Sheet | District Directors | 18-AO | CR3 | This form was reissued in the Omniform format. No revision to the content of the form was made. PDF-Audio version will be forthcoming. |
| FSA | 121 | 12-07-93 | Record/Abstract of Oral or Written Quotations | FSA0121.WPD FSA0121.DOC | RPL/WP/DOC | MP/2 Head to Head | All offices except counties | 27-AS | PROC4 | Now available in Microsoft Word fillable format; no changes made to content of form. |
| FSA | 828 | 11-20-01 | Checklist for Equal Opportunity in Program Delivery By Associations, Cooperatives, and Warehouses | eFSA0828.FML | Electronic Form | Sheet | DACO, CEPD, CPAD, TPD | 18-AO | | This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming. |
| FSA | 829 | 11-20-01 | Report of Findings of Noncompliance | eFSA0829.FML | Electronic Form | Sheet | DACO, CEPD, CPAD, TPD, States | 18-AO | CR3, EEO2 | This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming. |

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1/ Filing codes pertain only to State and County Offices.

National Procedure Checklist No. 1875 (Continued)

USDA/FSA

| Prefix | Form No. | Edition Date | Form Title | Filename(s) | Stocked By | Unit Issue | Used By | WDC Directives | File Code <u>1</u> / | Remarks |
|--------|----------|--------------|---|--------------------------|-----------------|-------------------|------------------------------|--|----------------------|--|
| FSA | 830 | 11-20-01 | Checklist for the Review of Accessibility Requirements for Disabled Persons | eFSA0830.FML | Electronic Form | MP/3 Head to Head | District Directors | 18-AO | CR3 | This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming. |
| FSA | 831 | 11-20-01 | Checklist for Equal Employment Opportunity and Civil Rights | eFSA0831.FML | Electronic Form | MP/4 Head to Head | District Directors | 18-AO | CR3, EEO2 | This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming. |
| FSA | 851 | 09-20-01 | Environmental Risk Survey Form | eFSA0851.fml | Electronic Form | MP/6 Head to Head | County Offices | Handbook instructions are forthcoming. | | This form is new and available electronically. The PDF-Audio version will be forthcoming. |
| KC | 323 | 12-23-97 | Electronic Commerce Capability Survey | nofile.htm | | Sheet | D&DOD, EOD-TMB, PAD, Bidders | | | Form no longer used; destroy all files/stocks. |
| KC | 354 | 02-03-99 | Request for Vendor Code (GIMS or CDS) | nofile.htm | | NCR Pad/50 | BCD-SCB, FOD | | | No longer used; destroy all stocks/files. |
| KC | 361 | 06-12-00 | CUMCS/MCIS Security Table Access Request | KC0361.WPD KC0361.DOC | RPL/WP/DOC | Sheet | CRD-FRB | | | Now available in Microsoft Word fillable format; no changes made to content of form. |
| KC | 363 | 02-09-95 | Schedule of Adjustment or Transfer Within Same Accounting Station | KC0363.WPD KC0363.DOC | RPL/WP/DOC | Sheet | FAD-AEARB and APARB | | | Now available in Microsoft Word fillable format; no changes made to content of form. |

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National Procedure Checklist No. 1875 (Continued)

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|--------|----------|--------------|---|--|----------------|-------------------|--|----------------|---------------------|--|
| KC | 365 | 01-11-94 | Parking Permit Request Form | nofile.htm | | Sheet | All Employees | | | No longer used; information now captured in an automated system. Destroy all files/stocks. |
| KC | 367 | 06-21-00 | Express Mail (Next Day) Request | KC0367.WPD KC0367.DOC | RPL/WP/DOC | Sheet | All Offices | | | Now available in Microsoft Word fillable format; no changes made to content of form. |
| KC | 372 | 10-17-94 | Instructions to UGSA Warehouses for Emergency Feed Assistance Program Deliveries (Sample KC-228 printed on reverse) | KC0372.PDF KC0372.WPD KC0372.DOC | RPL/PDF/WP/DOC | MP/2 Head to Head | BCD-IMB | | | Now available in Microsoft Word format; no changes made to content of form. |
| KC | 375 | 10-24-94 | Federal Job Opportunity Announcement | KC0375.WPD KC0375.DOC | RPL/WP/DOC | Sheet | HRD-KC, States, Job Service Centers, OPM | | | Now available in Microsoft Word fillable format; no changes made to content of form. |
| KC | 376 | 10-26-94 | Statement of Loss | KC0376.WPD KC0376.DOC | RPL/WP/DOC | Sheet | DMD | | | Now available in Microsoft Word fillable format; no changes made to content of form. |
| KC | 378 | 12-11-01 | Dishonored Check Transmittal | KC0378.DOC | RPL/WP/DOC | Sheet | FOD, DMD | 3-FI, 8-FI | | Revised form; destroy all previous editions. |
| KC | 404 | 03-12-96 | Request for Documents or Information | nofile.htm | | NCR Pad/100 | FOD | | | No longer used; destroy all stocks/files. |

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National Procedure Checklist No. 1875 (Continued)

State Office The reports due in January are listed in this table.
Reports
Calendar

| Due Date | Title | Directive Requiring Report |
|-----------------|--|-----------------------------------|
| 1-2-02 | State Compliance Plan of Operation (PA-131R) | 2-CP |
| 1-8-02 | Cost-Share Requests Status Report (CEP-50R) | 1-CONSV |
| 1-8-02 | Progress Report for ACP (ACP-305)(CEP-16R) | 1-CONSV |
| 1-8-02 | Progress Report for ECP (ACP-305)(CEP-18R) | 1-CONSV |
| 1-8-02 | Progress Report for RCWP (ACP-305)(CEP-25R) | 1-CONSV |
| 1-8-02 | Progress Report for SIP (ACP-305)(CEP-46R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPHS (ACP-305)(CEP-52R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPHSF (ACP-305)(CEP-55R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPMWF (ACP-305)(CEP-56R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPMWF2 (ACP-305)(CEP-57R) | 1-CONSV |
| 1-8-02 | Interim EQIP Progress Report (CEP-60R) | 1-CONSV |
| 1-8-02 | Progress Report for EQIP (ACP-305) (CEP-60R) | 1-CONSV |
| 1-8-02 | TAP Progress Report (AP-305) (CEP-62R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPMP (ACP-305) (CEP-63R) | 1-CONSV |
| 1-8-02 | Progress Report for PRP (ACP-305) (CEP-65R) | 1-CONSV |
| 1-8-02 | Progress Report for ECPCGF (ACP-305) (CEP-67R) | 1-CONSV |
| 1-10-02 | Crop Compliance Data Report (PA-118R) | 2-CP |
| 1-15-02 | Contracts for Advisory and Assistance Service (MS-585R) | 27-AS |
| 1-16-02 | RCWP Status Report (CEP-28R) | 1-RCWP |
| 1-23-02 | Reconciliation of Peanut Basic and Effective Quota (PA-126R) | 1-PN |
| 1-10-02 | Late Voucher Report (NAP-1R) | 2-NAP |
| 1-10-02 | LA Interest Payment Report (NAP-2R) | 2-NAP |